



Susan Bass Levin  
Chairman

Marge Della Vecchia  
Executive Director

## NOTICE OF VACANCY

**THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:**

**ISSUE DATE:** 6/14/06

**JOB TITLE:** Auditor I

**SALARY:** ( R10 ) ( \$ 40,116 ) - ( \$ 56,447 )

**DIVISION:** Audit

**FL STATUS:** Exempt ☒ Non-Exempt ☐

**EMPLOYMENT STATUS:** Full Time ☒ Part Time ☐ Temporary ☐

### **JOB DESCRIPTION:**

Under supervision of the Director, conduct project development audits according to established HMFA guidelines; document findings and recommendations on financial systems. Prepare an audit report of findings to document compliance with HMFA policies and procedures, generally accepted accounting procedures, terms and conditions of the management agreement, debt covenants and bond documents. Complete project cost certifications; provide assistance to outside auditors during the preparation of the interim and year-end financial statements; review the projects' yearly financial statements; conduct audits on financial records of mortgage services; review prior audit reports, available bank examiner reports, work papers and correspondence from other lenders; and other related duties as required.

### **MINIMUM REQUIREMENTS**

#### **1) EDUCATION:**

Four (4) year degree in Accounting or Finance.

#### **2) EXPERIENCE / SKILLS:**

Five (5) years experience in accounting or auditing with a minimum of two (2) years public accounting experience; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities; familiarity of auditing and accounting principles, practices and procedures; ability to prepare, examine and verify a variety of financial statements, reports, and analyses.

Other requirements: Extensive travel is involved.

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858.**

**THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**